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Chief, Management Staff 22 August 1957

Chief, Records Management Staff

Weekly Report - Week Ending 21 August 1957

1. Contributions

a. Tangible

(1) The Records Center received 183 cubic feet of records and eliminated 16 cubic feet.

(2) Eight new and revised forms were completed.

(3) Subject-Numeric Filing system installed in OS/PSD/Geophysics Branch.

(4) The Chief, Finance Division accepted plans and recommendations for a shelf filing installation in the Registry.

b. Intangible

None

2. Assignments - Active

a. Installation of Subject-Numeric Filing System, Office of Personnel, Plans and Development Staff.

b. Eighteen new and revised forms in process

c. Review of Records Control Schedule, Office of National Estimates

d. Review of Records Control Schedule, Office of Scientific Intelligence.

e. Review of Records Control Schedule, Office of General Counsel

f. Review of Records Control Schedule, DD/P Area

g. Review of Records Control Schedule, Office of Personnel

h. Review of Vital Personnel records.

i. Shelf File Installation, Industrial Register

j. Shelf File Installation, Biographic Register, Equipment has been received and is now being erected.

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3. **Assignments - Inactive**

a. Preparation of Regulation and Handbook, Reports Management

4. **News**

[redacted] is on leave until 3 September 1957.
25X1 [redacted] is on military leave until 3 Sept. 1957.
Preliminary work involving relocation of power and water lines at the Records Center has been completed. Excavation for the new addition was started yesterday.

25X1

[redacted] or

25X1

[redacted]

25X1

Mgt/S/RMS [redacted]:jml(22Aug.57)

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